

**JOB DESCRIPTION
JUDICIAL DEPARTMENT
CHIEF COURT CLERK**

1. JOB TITLE: CHIEF COURT CLERK
2. DEFINITION: The Chief Court Clerk shall provide skilled administrative assistance to the City Judge in all phases of the functions of the Judicial Department including but not limited to managing the day to day administrative operations of the Judicial Department; supervision of other employees; prepare the Department's annual budget; maintain accounts for all budgeted items; research the Murfreesboro City Code for applicable codes; work with Police Department personnel on a daily basis; and accurately provide daily accountings of revenues collected. This employee is directly responsible to the City Judge. All employees are responsible to the City Manager. This position is classified as Exempt for the purposes of the Fair Labor Standards Act, as having no significant occupational exposure to bloodborne pathogens, and as Non-Safety Sensitive; the employee will be subject to reasonable suspicion, post-accident, return to duty and follow-up and alcohol testing.
3. EQUIPMENT/JOB LOCATION:
 - a. A Chief Court Clerk must be capable of operating a personal computer, typewriter, 10-key calculator, facsimile machine, photocopier, postage machine, multi-line telephone system and miscellaneous office equipment and accessories customarily used in an office environment.
 - b. The job location is in the Judicial Department. Work is generally performed indoors and in a smoke free environment.
4. ESSENTIAL FUNCTIONS:
 - a. Researches and prepares accurate and comprehensive reports and summaries as directed by the City Judge.
 - b. Performs job responsibilities independently and in a timely manner in order to meet scheduled deadlines making independent decisions.
 - c. Manages daily collection and deposit of fines, fees, cost and cash bonds collected by the Judicial Department.
 - d. Manages daily collection and entry of all offenses received from police, fire and codes departments into computer system.
 - e. Gathers information for and prepares Department Budget; ensures spending and purchases are within approved budgetary limitations and oversees Department purchases of supplies and equipment.

- f. Manages contracts with software and hardware vendors for maintenance or changes to computer system and other office equipment as needed.
- g. Drafts and prepares correspondence, memorandums and reports on judicial issues.
- h. Maintains the software and daily uploads of information from the Cardinal Tracking System (Downtown Parking Enforcement) including notification of delinquent offenses.
- i. Supervises complete and accurate maintenance of all court records including Judgment Docket.
- j. Maintains the daily work schedule and attendance records of all Department employees.
- k. Communicates effectively and courteously with the public and other employees of the city in person, in writing and by telephone.
- l. Communicates with Tennessee Bureau of Investigation for the maintenance of NCIC/TIES (National Crime Information System/Tennessee Information Enforcement System) and serves as the Terminal Agency Coordinator for the Department.
- m. Issues study books and administers re-certification exam to certified query operators in the Department.
- n. Sits, stands, stoops and walks intermittently.
- o. Prepares all monthly reports to the Murfreesboro Police Department and the State of Tennessee as required by the City and State Codes.
- p. Conducts orientation class concerning operation of City Court for new police officers.
- q. Manages public service work program when assigned to defendants by the Court

5. **ADDITIONAL EXAMPLES OF WORK PERFORMED:**

- a. Attends out of town User Group Information conference of TIES twice a year for re-certification as basic operator.
- b. Performs other duties and special projects as assigned.

6. **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- a. High school diploma or equivalent required; two (2) years college preferred.
- b. Two (2) years prior court work experience.
- c. Be at least 21 years of age.
- d. Must have legal authorization to work in the United States.
- e. Must not have been convicted of a felony, or a misdemeanor involving dishonesty, violence, gambling, liquor, or controlled substances or pleaded no contest or nolo contendere to either.
- f. Must have a good reputation for and the ability to maintain confidentiality and honesty.
- g. Must possess knowledge of modern accounting practices and procedures.
- h. Must have a working knowledge of a personal computer, DOS, Windows Microsoft word 6.0, Microsoft 2.0, a multi-line telephone and inter-office communication skills, a facsimile machine and photocopying machines.
- i. Must possess knowledge of personnel policies, procedures and employee handbook.

- j. Must possess temperament and good judgment to effectively deal with the public and/or City employees, some of whom may become irate or unreasonable.
- k. Must possess physical and mental ability to work independently.
- l. Must possess good communication skills, both written and oral.
- m. Must possess excellent human relation skills with the ability to communicate effectively with the public, elected officials, department heads, and other employees of the City.
- n. Must pass any and all background and fingerprint checks as mandated by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation.
- o. Must possess the ability to lift at least 25 pounds.
- p. Ability to report for work on time and perform the duties of the position in a timely manner in order to meet scheduled deadlines.
- q. Ability to perform the duties of the job for a complete workday.
- r. Ability to make sound financial and budgetary decisions
- s. Ability to supervise, coordinate, delegate and negotiate.
- t. Ability to exercise good judgement in evaluating situations and making decisions.
- u. Ability to be bonded for the handling of funds.

Exempt
Non-Safety Sensitive
11/01/00